

Customs Use Only						
MM	Date Issued DD	YEAR	Port Code	Cash Receipt No.	Issued By	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Page of Calendar Year for which Decal(s) Requested:

APPLICANT FAX NUMBER

APPLICANT PHONE NUMBER

Ship To Address Address City, State/Province Zip Country

Requester's Name (Please Print)

ANNUAL USER FEE DECAL REQUEST - VESSELS

Vessel(s) Class Code 904 = \$25.00 each

Fold.....

1.	Model Year <input type="text"/>	** Custom's Use Only **	Decal Number <input type="text"/>
	Manufacturer <input type="text"/>		
	Vessel Name <input type="text"/>		
	Identification Information (Ordered by Preference)		
	U.S. Coast Guard ID:	<input type="text"/>	
	Local Registration Number:	<input type="text"/>	
	Hull ID Number:	<input type="text"/>	

For decal questions call 317-298-1200, extension 1245 or send e-mail to decals@customs.treas.gov

DO NOT SEND CASH. Make check or money order, drawn on U.S. Bank in U.S. Dollars, payable to: U.S. CUSTOMS SERVICE

*****Please allow 3-4 weeks for delivery*****

METHOD OF PAYMENT: Check Money Order Visa MasterCard Discover

Credit Card Account # EXPIRATION DATE Amount Authorized \$

METHOD OF SHIPPING REQUESTED:

U.S. Ship to address: (ONLY) DHL Air Borne UPS

Shipping rates: (Per Application)

Canadian- 1-35 decals = \$4
Canadian- 36 and over = \$7

Separate Payment Required

Mexican - Per application = \$6
(refer to the back of this form for more information)

Bill Recipient No.

Canadian Ship to address: (ONLY) U.S. Postal Global Priority Mail

Check Credit Card Shipping Amount

Mexican ship to address: (ONLY) U.S. Postal Registered Mail

Check Credit Card Shipping Amount

If optional shipping methods are not selected and/or the ship to address is not included in the optional shipping methods, your decal order will be shipped via first class mail.

SIGNATURE _____ DATE _____

Signature above certifies conveyance information is accurate and if paying by Credit Card also authorizes payment for these decal(s).

Si usted no habla o escribe Ingles y necesita ayuda en espanol para llenar este documento, llame a la oficina de Aduanas de Estados Unidos mas cercana a usted. Este servicio es gratuito.

Please allow 3 to 4 weeks to receive your decal order.

INQUIRIES

Decal related questions should be directed to **(317) 298-1200, extension 1245**, Monday through Friday 8:00A.M. to 5:00P.M. EST. Or send E-Mail to **Decals@customs.treas.gov**

REFUNDS

Once a User Fee Decal has been issued the transaction is final and no refunds will be approved.

REPLACEMENTS

When a decal has been damaged due to repair or repainting the following documents must be submitted:

- 1) A copy of the CF 339-V that was returned with the decal number assigned.
- 2) A copy of the paid repair or repaint bill that is signed by the company that performed the work (the name and address of the company that performed the work must appear on the signed invoice or letterhead). Identify the unit and any name changes.
- 3) A signed statement with a brief explanation of the circumstances, with a contact name and telephone number.

Lost or stolen decals cannot be replaced. A new decal must be purchased.

TRANSFERS

Since a decal is assigned to a conveyance, it cannot be transferred to another conveyance. Customs will replace the decal if a written request is post marked no later than 30 calendar days from the date the decal was issued. The following documentation must be submitted:

- 1) The CF 339-V, that was returned to you with the decal(s) number assigned.
- 2) The decal(s) in new condition.
- 3) CF 339-V for the conveyance that will be assigned the replacement decal.

PAYMENT/CUSTOMS FORM 339-V (ANNUAL USER FEE DECAL REQUEST)

Decal requests for greater than 5 decals must be submitted to the Decal Administrator in Pittsburgh, Pennsylvania. A listing of conveyances may be attached to the CF 339-V providing all of the required information is included and the listing is typed. Decal requests for 5 or less decals must be submitted to the Decal Administrator in Pittsburgh, Pennsylvania, however if an emergency situation exists 5 or less decals may be purchased from a local Customs Port Office. Please mail your completed Customs Form 339-V (Annual User Fee Decal Request) with your payment to:

Address for regular mail

U.S. Customs Service
Decal Program Administrator
P.O. Box 382030
Pittsburgh, PA 15250-8030

Address for courier/expedited delivery

U.S. Customs Service
ATTN: Decal Program Administrator - 382030
525 William Penn Way
AIM 153-2630 (**this line must be on the airbill**)
Pittsburgh, PA 15259-0001

OPTIONAL SHIPPING METHODS: The Decal Program Administrator will provide first class mail service for your decal order. Mailing options are available for different ship to addresses. The customer is responsible for the costs of optional shipping methods and must provide a separate payment or credit card authorization for the cost of the optional shipping method selected. This cost is per application which is defined as the same name and ship to address for each decal requested regardless of the number of pages submitted.

NOTE: ALL PAYMENT INSTRUMENTS MUST BE DRAWN ON A U.S. BANK IN U.S. DOLLARS OR THE PAYMENT AND APPLICATION WILL BE RETURNED.

REQUIRED INFORMATION

Company name or owner name, address, telephone number, manufacturer's name, vessel name, year, U.S. Coast Guard number (if the vessel has this number the local registration number and the HIN are not needed), local registration number (if the vessel has this number the HIN is not needed), and HIN (if vessel does not have a U.S. Coast Guard number or local registration number the HIN is required).

A decal will not be issued when any of the required information is missing. Please check your application before mailing and ensure that the amount of the payment matches the number and type of decal(s) that you are requesting. Incomplete applications and applications that do not balance with the payment will be returned via First Class Mail.

PAPERWORK REDUCTION ACT NOTICE AS REQUIRED BY 5 CFR

This information is required for the issuance of annual commercial vehicle and private vessel/aircraft Customs user fee decals. The data will be used to ensure that fee avoidance is minimized. A decal will not be issued if the appropriate fee is not paid and/or the requested information is not provided.

Estimated average burden associated with this collection of information is 16 minutes per respondent or record keeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs Service, Information Services Group, Washington, DC 20229.

Customs Form 339V (Back) (081099)